



Nevada Department  
of Agriculture

### **REQUIREMENTS TO BECOME A REGISTERED SERVICE AGENCY**

1. Complete application (form WM-RSA-01) **Only one application per Service Agency**
2. **Each service/repairman MUST complete and sign each of the following forms:**
  - a. Placed in Service Procedure Acknowledgement (form WM-RSA-02)
  - b. Report of Existence of Nevada Business License (form WM-RSA-03)
  - c. Child Support Information (form WM-RSA-04)
3. Submit to the Department of Agriculture, Division of Measurement Standards, a list of certified standards or testing equipment. All standards must meet the specifications of N.I.S.T. Handbook, 105 series. These standards and equipment may be certified by the State of Nevada Metrologist, or alternate sources of certification may be authorized if the certification is performed by a laboratory qualified with traceability to National Institute of Standards and Technology.

The fees are:

- Registration of the Service Agency \$100.00
- Registration of each service/repairman \$20.00

4. Acceptable forms of payment: Credit/ Debit Card, Check, Money Order and/or Cash
5. Return completed information and payment to: Attn: Deana Moscato  
2300 MCLEOD STREET - Or - FAX 702-668-4567 -Or- email: [d.moscato@agri.nv.gov](mailto:d.moscato@agri.nv.gov)  
LAS VEGAS, NV 89104
6. Obtain copies of National Conference on Weights and Measures Handbook 44 and publication #14.
7. Must be knowledgeable of applicable Nevada Revised Statutes and Administrative Codes.
8. Fill out Placed-In-Service reports completely, when submitting to the Weights and Measures office and within 24 hours.

#### **SOUTHERN OFFICE**

2300 MCLEOD STREET  
LAS VEGAS, NV 89104  
PHONE: 702-668-4546  
FAX: 702-668-4567

#### **NORTHERN OFFICE**

2150 FRAZER AVENUE  
SPARKS, NV 89431  
PHONE: 775-353-3782  
FAX 775-353-3798